To start Audacity, hit the icon on the bottom of the screen or open from Applications.

Audacity will open in a new window.
Choose your microphone

If you have a microphone plugged in, you can select it here. Otherwise, most computers have a built-in microphone.

One way to get better audio is finding a quiet space to record ideally with soft furniture in the area. This helps dampen the other sounds in the room and your voice will be clearer.

Adjust mic levels

If you are talking quietly, you will need to increase the mic levels. If you speak with a louder voice, you will need to decrease. Do a test before recording to get everything to the right level for your voice.
Clicking the record button again will create a new track. To start a new track, click the record button. Click the stop button to end the recording. Clicking the record button again will create a new track.
Each track can be deleted or muted individually.

Use the selection tool to copy or delete selections from the track.

You can also do a selection by putting in the starting time and ending time/length.
To remove noise from your recording, first record the background of the place in which you are doing recording.

Highlight a section of noise and choose noise removal...

...and select get noise profile.
Then highlight the section that you want the noise to be removed, and select voice removal again.

Select or type in noise reduction and hit preview to listen to the effect.

When satisfied, hit OK.
You can fade tracks in and out by highlighting a section and choosing effect>fade in/out.

Notice the change on the last sound wave in highlighted area.
You can use the slider bar to adjust output.

First highlight track you want to change.

This can also be done by using the equalization tool.

Then pull the purple line at any spot to adjust levels.
Use the time shift tool to stagger the tracks
To import music, choose

Navigate to your file and hit

Imported music will be on a new
saving and exporting your project

Always save using save project as. This will create a file and a folder with same name. you need to keep both to open file

When finished, choose file>export

You can change the format here

Hit save when you finish

THE END...